



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** ASSISTANT HEALTH SERVICES COORDINATOR (Provisional\* Appointment)

**SALARY:** \$35,701 - \$45,796 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This is a professional position in the Department of Public Health responsible for assisting in developing, promoting and monitoring the service delivery system of the early intervention program for children and their families. The work involves assisting families to identify and obtain available and appropriate services as well as conduct intake assessment and referral activities. The employee reports directly to, and works under the general supervision of, a senior level staff person. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, Social Work, Psychology, Health Science, Early Childhood Education or Special Education plus two (2) years paid full-time or its part-time equivalent experience in social work, or counseling\*\* or working with developmentally delayed infants and/or toddlers (birth to 3 years) and their families, including direct service provision\*\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Social Work, Psychology, Health Science, or Early Childhood Education, or Special Education; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

\*\*For the purpose of these minimum qualifications, counseling involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities), and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

\*\*\*For the purpose of these minimum qualifications, direct service provision is defined as face to face contact with families and children in their homes, as opposed to an office environment.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** December 6, 2016

**Posting Deadline:** December 23, 2016

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.